

POLICIES ON CEREMONIAL RESOLUTIONS

Councilmembers may offer Congratulatory or Condolent Resolutions (collectively known as Ceremonial Resolutions) for consideration at a Council meeting to recognize current or longtime Maui County residents or organizations for outstanding accomplishments at the state, national, or international levels. Ceremonial resolutions are also offered to recognize special events and celebrations or to bring awareness to social problems facing our community.

Resolutions should be factual and objective, providing appropriate recognition for particular achievements, without endorsing a religion or belief system, a commercial product, or a political candidate. Resolutions for a religious entity should draw a connection with the community, as distinguished from the church congregation.

There is a limit of two ceremonial resolutions per Council meeting. Councilmembers will be limited to four resolutions per calendar year. If a Councilmember exceeds four resolutions they can ask another Councilmember if they will agree to introduce the resolution as one of their own or give up one of their allotted resolutions.

When more than one Councilmember expresses an interest in offering the same ceremonial resolution, the following priorities will apply:

1. The recipient is a relative of the Councilmember;
2. The recipient is a close family friend of the Councilmember;
3. The recipient is a resident of the Councilmember's residency area; or
4. The organization being recognized is under the Councilmember's subject matter purview as Chair of the committee.

Congratulatory Resolution Qualifications

- Individuals or groups of individuals who have won competitions at the state, national, or international levels.
- Individuals, groups of individuals, organizations, or businesses that have received awards for outstanding achievements, for the first time, at the state, national, or international levels.
- Individuals who have demonstrated outstanding volunteer services in Maui County that have benefited a large segment of the public, significantly improved or protected the environment, or fostered notable economic or social development.

- Individuals who have displayed acts of heroism in the Armed Forces, or in Maui County, as recognized by a public-safety agency or official.
- Departing Councilmembers and Mayors.
- Organizations celebrating anniversaries of 100 years or more.
- Events and celebrations that raise awareness for worthy public-education campaigns (i.e., recognizing October as Domestic Violence Awareness Month).
- County-sponsored events or County business.

Condolent Resolution Qualifications

- Elected officials (past and present) who have represented all or part of Maui County.
- Individuals who have previously received one or more congratulatory resolutions.
- Individuals who have made significant contributions to the community.
- Individuals who have displayed acts of heroism in the Armed Forces, or in Maui County, as recognized by a public-safety agency or official.

Processing Ceremonial Resolutions

1. The Councilmember's Executive Assistant (EA) will send a "request for ceremonial resolution" to the Council Chair's office for approval. The template is found on the O: Drive (Example: (O:) > LAN > TEMPLATE > EAs > reso-request ceremony).
2. Upon approval by the Chair's office, the EA will check the Ceremonial Resolution Calendar in the O: Drive (Example: (O:)>GNL>Calendar>2021 Ceremonial Resolutions). The Council meeting dates are depicted in red. The EA will check for a date (openings are based on a first-come, first-served basis) and inform the Chair's office when the Ceremonial Resolution is requested to be scheduled.
3. The EA will complete a PAF found on the O: Drive (Example: (O:)> LAN > TEMPLATE> EAs>PAF) and submit an email to the Supervising Legislative Analyst or Deputy Director of Council Services, including a description in the subject line and any background information in the main body of the email.

4. The Research Section Supervisor will assign a PAF number and transmit electronic copies of the PAF to the Councilmember, Councilmember's staff, Chair, and Director of Council Services.
5. The EA will draft the Ceremonial Resolution using the template found on the O: Drive (Example: (O:) > LAN > Template > EAs > Reso-condol/Reso-congrat/Shell-Condol/Shell-Congrat/Shell-Extend.) To assist the EAs in drafting their resolutions, the following resources are available: Sample resolutions (Example: (O:) Drive > PAF > 13-14 Reso) and The Hawaii Legislative Drafting Manual (located in each Member's office).
6. After completion of the first draft, the EA will save the document on the P: Drive (Example: (P:) > PAF > 21-22Reso). The document will be identified by a PAF number and a sequence alphabet (Example: 21-009a).
7. When the resolution is ready for review, the EA will email the assigned Legislative Analyst. The subject line of the email should indicate the document's file path.
8. The deadline for submitting a resolution to the assigned Legislative Analyst for review is three days prior to the Council meeting agenda when the resolution will be posted. This schedule will allow enough time for the resolution to be reviewed and revised by the Legislative Analyst, EA, and Councilmember, if necessary, before the posting deadline.
9. Once approved, the Supervising Committee Secretary will provide a hard copy to the Office of the County Clerk for posting on the Council agenda.
10. The EA is responsible for sending the recipients' mail or email addresses to OCC so signed copies of the resolution can be sent to those identified in the resolution.
11. Prior to the Council meeting, the EA will need to:
 - a. Identify the physical recipient of the resolution, if any.
 - b. Email the recipient with the agenda and formal written invitation attached. Let them know to check in at the office of the member by 8:30 a.m., if photos will be taken before the Council meeting. Let them know about the two-hour parking and ask them if they would like to prepare a few words. Please get approval from the Chair first if they would like to perform.

- c. Confirm names and number of attendees. (Attendance is not expected for condolent resolutions unless the family wants to attend.) Once received, this information needs to be sent to the Office of the County Clerk.
 - d. Arrange leis, if applicable. (Submit request for reimbursement for any related expenses with your office.)
 - e. Arrange with the OCS photographer if photos of the recipients with the Council will be taken prior to the Council meeting or if the introducing Councilmember would like photographs of the recipients receiving the resolution. If photos are to be taken, an email letting all Councilmembers know they are invited to be in the Chamber at 8:45 a.m. for photos needs to be sent out in a timely manner.
12. The EA or Councilmember needs to prepare a fact sheet or background speech that will be spoken after the resolution is introduced.
13. On the day of the resolution, the EA needs to prepare the leis and put them on their Councilmember's desk, as well as on the desks of any other Councilmember's desk who may be helping to present a lei. The EA needs to meet the recipients in the 8th Floor lobby and explain protocol,* and then lead the recipients into the Chamber and formally introduce them to their Councilmember. If photographs are being taken, the EA needs to assist with coordination (i.e., helping to organize recipients). Note: The EA needs to let the Councilmember and Office of the County Clerk know if there are any changes in the recipients' head count or names.

**The Council will conduct a formal adoption of the resolution. The resolution will be introduced by the Councilmember on the floor and another will second the motion. The introducing member will request that the Clerk read the resolution in its entirety, after which the introducing member will explain why they are introducing the resolution and the merits of the recipient or subject matter. Other Councilmembers will then be asked by the Chair if they want to comment, and then they will vote to approve. Once the resolution is approved, the recipients will be invited down to the Chamber floor to receive their leis, congratulations by the Councilmembers, and a hard copy (unsigned version) of the resolution. They will then be invited to speak at the testimony podium. After they have finished, they are free to leave the Chamber.*

14. The EA should inform the recipient that the Office of the County Clerk will mail/email the resolution to the named recipients. The EA can also forward any photographs from the day that they would like to share with the recipient.
15. Once the resolution is adopted, the EA can work with the Legislative Analyst to send a copy of the signature sheet containing Members' e-signatures to OCC. Members who voted "aye" constitutes permission to use their e-signature.
16. The Council Chair may revise these policies for virtual meetings.
17. The Council Chair may grant exceptions to these policies at the discretion of the Council Chair.

APPROVED:

Council Chair Alice L. Lee

Date

chr:misc:210505a